

Job title	Gallery PA/Production Coordinator		
Job family	Production Management	Proposed band	C

Division	BBC Childrens
Reports to (title)	Production Manager
Location base	Salford

Organisation structure	
<p>This is a full time Live Gallery PA/Studio Production Co-ordinator combined role.</p> <p>Blue Peter is a flagship long running children’s show on CBBC. With live shows on most weeks throughout the year, plus some pre-records, this is a busy, interesting, varied and key role on a fun and friendly production.</p> <p>As well as Live Gallery PA on show days, you will be the focal point for all studio related logistics, including script supervising (preparing running orders and camera cards etc), booking facilities, negotiating with and booking freelance crew, monitoring spend and completing post production paperwork.</p> <p>Reporting to the Blue Peter Production Manager, the Gallery PA/Studio PC works very closely with the Studio Team Producer and the Series Producer, and the rest of the Studio Team.</p>	

Additional job specific responsibilities and accountabilities	
<ul style="list-style-type: none"> • You must be an experienced live gallery PA, as this isn’t a trainee role • Extensive experience of gallery skills, including live shows and bar counting essential • Experience of studio production co-ordinating is essential • Exceptional attention to detail • Excellent team player with outstanding communication skills • Excellent knowledge of copyright clearance and post production paperwork • Knowledge of BBC finance systems and Silvermouse is an advantage 	

General job description: Production Co-ordinator at the BBC

Job purpose

The Production Coordinator provides logistical and coordination support to the production team on one or more productions and/or a portfolio of content.

Key responsibilities and accountabilities

- Contributes to the scheduling and budgeting of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.
- Responsible for supporting the Production Manager (or equivalent) in identifying and sourcing appropriate resource and location requirements for the production at the earliest possible stage.
- Ensures compliance with BBC policies, guidelines, legislative and regulatory requirements, in order to minimise the BBC's exposure to risk.
- Responsible for ensuring all necessary rights are acquired and recorded for the complete delivery of the production/content, escalating any issues at the earliest stage.
- Accountable for resolving any operational and financial issues commensurate with the role.
- Ensures the production/content delivers demonstrable value for money through effective and efficient management of people and resources.
- Applies specialist skills to productions, eg live gallery skills and script supervision, where appropriate.
- Responsible for preparing (or contributing to the preparation of), managing, setting and monitoring of production budgets, and for forecasting and reporting, where required. May also assess the financial viability of content ideas that may arise during productions.
- Adhere to the processes for fully and accurately capturing and managing metadata in line with BBC guidelines and policies, and ensuring Archives have the necessary information to manage media assets.
- Identifies training needs of less experienced colleagues, ensuring performance management arrangements are in place, where necessary.
- Maintains a safe and healthy working environment at all times, escalating any issues or areas of concern.
- Proactively looks for ways of improving efficiencies within a production environment, promotes diversity and champions the rationale for new ways of working and/or for adopting new production related technologies.
- Supports other internal departments with the implementation of their strategies (e.g. HR,

Workplace, Procurement, Finance, etc)

- Responsible for liaising and supporting the Production Manager and Asset Management teams about asset requirements and joiner, mover and leaver activities both in the office and on location.
- Providing administrative support to the production teams, as and when required, depending on team structures.
- Contributing to, and helping to implement, practical actions to reduce environmental impact throughout production

Knowledge, skills, training and experience

Essential

- Demonstrates interest in the BBC and the wider industry.
- Demonstrable experience of carrying out a coordinating role within a production team.
- Knowledge of delivering a range of/elements of productions on time and on budget and coordinating deliverables for productions, where necessary having worked on location, with crews and production teams with a strong knowledge of how productions are managed.
- Good working knowledge of end-to-end multi-platform production with an understanding of the technology used on productions.
- Where required, has the ability to use specialist skills for certain types of output (e.g. live gallery skills, script supervision).
- Able to use and advise on production systems and can adopt new technologies.
- Interpersonal and communication skills sufficient to establish and maintain effective relations with a wide range of contacts.
- Demonstrates strong organisational and planning skills and manages conflicting demands to meet deadlines.
- Ability to use own initiative with confidence, using judgment to escalate where necessary.
- Able to consider and propose new ways of working to improve existing processes
- Experience of influencing and motivating others to achieve results.
- Essential business and finance skills - able to prepare, manage, set and/or monitor specific production resource plans and budgets and buying/booking resources.

Job impact
<p><i>Decision making</i></p> <ul style="list-style-type: none"> • Post holders at this level have delegated decision-making authority (from the Production Manager or equivalent) regarding the smooth day-to-day running of their production, working within BBC guidelines and frameworks. <p><i>Scope</i></p> <ul style="list-style-type: none"> • Post holders at this level report to a Production Manager (or equivalent) and are responsible for the coordination of a production and may also take on some level of responsibility in running a production where appropriate. • They are expected to build and maintain a wide range of internal contacts from across the BBC. • Typical external relationships will be with resource providers, contributors, artists and their agents, freelancers and public officials (e.g. local authorities).

Other information	
For Reward team use only	
Job Code	
Definition:	Content

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.



Approval	
Manager	Judith Coker, Production Manager
HR Business Partner	Laura Stewart, Senior HR Business Partner
Date	10 th September 2021